

New Hartford Town Court

We are searching for a professional Clerk to Town Justice to help maintain our offices by performing a range of administrative and clerical duties. You will manage a variety of day-to-day tasks including filing, data processing, faxing, and sorting incoming mail.

As clerk, you will ensure that all court processes run smoothly and effectively. The successful candidate will be skilled at multi-tasking and possess exceptional communication and interpersonal abilities. Attention to detail is most important.

Clerk to Town Justice Responsibilities:

- Upholding all court files and records to ensure they stay up-to-date and accessible.
- Answering the phone to take messages and transfer calls to the applicable colleague.
- Recording the minutes of meetings and court proceedings.
- Assisting in all office management and administrative processes.
- Creating calendars of cases to be called.
- Preparing and distributing court orders, including probation orders, sentencing information, and court summonses.
- Collecting court fines and maintaining records of amounts collected.
- Ensuring that all legal documents submitted adhere to the law and court procedures.
- Performing basic bookkeeping tasks.
- Communicating with each Town Justice, District Attorney, defense attorneys, Oneida County Corrections, Oneida County Probation, and other government agencies.
- Keeping all records confidential
- Other administrative duties as may be assigned by the Town Justices

Clerk To Town Justice Requirements:

- High school diploma or an equivalent qualification.
- Preferred: a minimum of 2 years experience in a similar role.
- Superior organizational and multitasking abilities.
- Good understanding of MS Office programs.
- Outstanding communication and interpersonal skills.
- Two professional references and one personal reference

The position pays \$19.50 per hour. Monday – Friday 8:00 AM – 4:00 PM. Medical and dental insurance included; vacation, sick days and holidays per Town of New Hartford.

Interested candidates should submit a cover letter, resume and a completed County employment application.

Deadline for applications August 15, 2023.

E-mail all documents to Hon. William M. Virkler, Town Justice wwirkler@nycourts.gov

Oneida County application for employment:

<https://oneida-portal.mycivilservice.com/account/index>